

C-O-N-F-I-D-E-N-T-I-A-L

10 April 1956

MEMORANDUM FOR: Training Liaison Officers (for distribution)

SUBJECT: Clerical Refresher Training, 30 April - 25 May 1956

1. The Clerical Refresher courses will be held in Wing C, Second Floor, Alcott Hall, from 30 April through 25 May.

2. You are reminded that training requests for all students desiring to be enrolled in the courses must be forwarded through channels so that they reach the Registrar, Room 17, [] no later than Monday, 23 April. Failure to register before this date will automatically exclude a student from entering the course.

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3. Please note that pretesting for the 30 April - 25 May courses is scheduled for 26 April. Because of the importance of testing prior to the planning of the class schedule, it is requested that special effort be made to inform the prospective students being tested that they be present for these tests. Those who plan to attend the Clerical Refresher courses must report to Wing C, Second Floor, Alcott Hall, on 26 April for pretesting at the following hours:

9:00 - 10:00 Pretesting for typing
10:00 - 11:00 Pretesting for shorthand
11:00 - 12:00 Pretesting for English Usage

4. The attached schedule of classes indicates the nature of instruction and the time allotted for each class. The exact time of the classes will be announced the day following pretesting.

This document part of classified integrated file. NAME CHECK required prior to individual classification action.

[]
Acting Director of Training

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JOB NO. [] BOX NO. [] FLD NO. [] DOC. NO. 6 NO CHANGE
IN CLASS/DECLASS/CLASS CHANGED TO: TS S C RET. JUST. 22
NEXT REV DATE Nov 79 [] TYPEDOC. 02
NO. PGS 2 CHG IN DATE [] [] [] [] [] [] [] [] [] []
REV CLASS C REV COORD. [] AUTH: HR 703

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C-O-N-F-I-D-E-N-T-I-A-L

CLERICAL REFRESHER CLASSES

TYPING TECHNIQUES
REVIEW

For those who type less than 40 net words a minute. One hour a day.

ADVANCED TYPING

For those who type 40 net words a minute or faster. One hour a day.

INTRODUCTORY SHORTHAND
DICTATION

Dictation class for the development of shorthand speed to 60 words a minute. Review and transcription. One hour a day.

INTERMEDIATE SHORTHAND
DICTATION

Dictation class for the development of shorthand speed to 80 words a minute. Theory review, transcription, and review of style and procedures of Agency correspondence. One and a quarter hours a day.

ADVANCED SHORTHAND
DICTATION

Dictation class for the development of shorthand speed to 100 words a minute and faster. Includes Agency vocabulary drills and Agency-type dictation material. Theory review, transcription, and review of style and procedures of Agency correspondence. One and a quarter hours a day.

ENGLISH USAGE

A correlation of the fundamental and practical rules of punctuation and capitalization; basic grammar principles which constitute parts of speech, their effective use in sentences, and sentence structure; systematic study of word usage with emphasis on confusing words; and the study of the correct use of the dictionary. One and a quarter hours a day.